

ROUTING AND TRANSMITTAL SLIP

Date

1 6 OCT 1981

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/OIS	<i>GA</i>	10/16
2. DDIS	<i>BGR</i>	10/19
3. DIS	<i>RS</i>	10/19
4. <i>c/rmd</i>		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

4. Action, Mr.

0945 Thursday

2-4 I would like to discuss this with you or

STAT  
STAT

Det

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
Central File Room Automation				
FROM:		EXTENSION	NO.	
James N. Glerum Director of Personnel			DATE 14 OCT 1981 STAT	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Director, Office of Information Services				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

4 DEC 1981

MEMORANDUM FOR: Director of Personnel

FROM: [REDACTED]

Director of Information Services, DDA

STAT

SUBJECT: Central File Room

REFERENCE: Your memorandum dated 14 October 1981;  
Subject: Central File Room Automation (D/Pers 81-2036)

1. I am pleased to offer our assistance in conducting a feasibility study for the Office of Personnel's Central File Room. We plan to assign to the study three information management analysts- [REDACTED]

[REDACTED] We also may call upon other analysts from our Records Management Division when specialized knowledge and skills are needed.

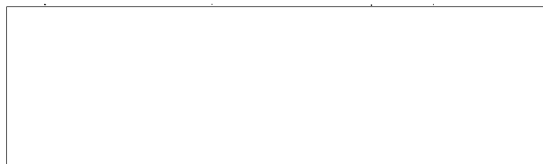
STAT  
STAT

2. We believe the scope of the study should include the complete life-cycle management of official personnel files, including all functions related to the creation or acquisition of files, the maintenance and use of files, and the disposition of files. It also should include an examination of the Central File Room, its funding, staffing, office space, filing equipment and supplies, and operating procedures.

3. We would carry out the study in three phases, with each phase terminating after a definitive document that we will prepare has been accepted by you. Phase I will concern problem definition. In this phase our analysts will gather information about the life cycle of the files and the operation of the Central File Room. The Problem Definition document will explain how the file system works and what OP managers and others see as significant problems. We will not attempt to identify all problems, only those that could seriously affect the system or expose the Agency to the risk of financial loss or other damage. Phase II will concern a search for solutions to the problems identified in Phase I. We will recommend alternative solutions that we believe worthy of your consideration. This phase will terminate with your acceptance of the Alternative Solutions document. Phase III will concern the selection of one or more of the alternative solutions for implementation. We will work with OP management to determine which solutions OP should implement. This phase, and the feasibility study, will be completed with your acceptance of a Recommended Solutions document.

4. In order to perform the study, our analysts will need access to the official personnel files to examine their contents and compile statistics. It will be necessary to contact other components to get information on how files are handled outside the immediate control of the Office of Personnel.

5. If this plan is acceptable to you, I would appreciate your concurrence.



STAT


CONCUR:

/s/ James N. Glerum

8 DEC 1981

Director of Personnel

Date

\*The time frame for start and completion should be established with the Deputy Director of Personnel/PA&E, 

STAT

DDA/OIS/RMD/ITB,  (27 November 1981)

STAT

Distribution:

Original-Addressee

2-OIS

~~1-ITB Subject: Micrographics~~

1-ITB Chrono

81-971

D/Pers  
81-2036

14 OCT 1981

MEMORANDUM FOR: Director, Office of Information Services

FROM : James N. Glerum  
Director of Personnel

SUBJECT : Central File Room Automation

1. Recently several members of your staff (Information Technology Branch/RMD) conducted an informal survey of the OP Central File Room (CFR). This survey was to serve only as a limited observation of the file room operation to ascertain if the activity could be made more efficient with its currently available resources. The resulting consensus indicated that there is little room for improvement given the resources and procedures currently used. However, also indicated is that it may be possible to make major improvements if some new technologies are incorporated into the file room operation.

2. I believe your office is best qualified to investigate and recommend what measures should be considered and taken to improve the operation of the CFR. For this reason, I am requesting that you initiate a formal feasibility study for this purpose. [redacted] of my staff may be contacted (extension [redacted] for any additional information you require.

STAT  
STAT

STAT

[redacted]  
James N. Glerum

OCT 18 10 47 AM '81